

2020 Census 4. Content and Forms Design Operation (CFD)

Version: 6.0

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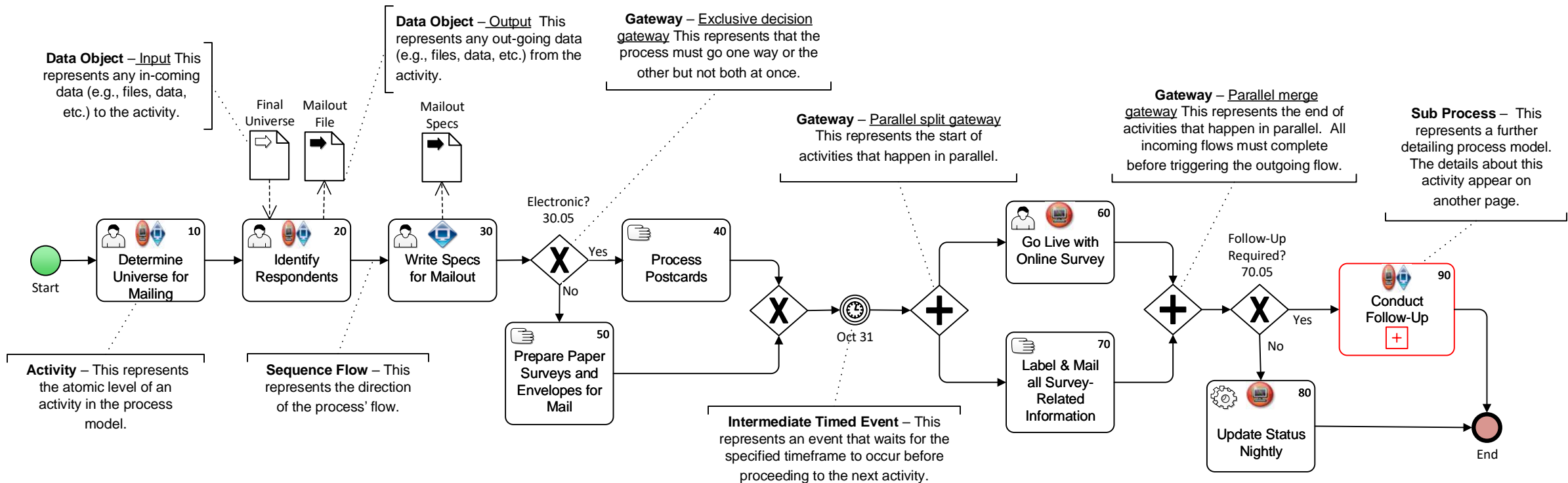
Major Revision Change History				
Date	Description	Author	Version #	Page #'s
12/31/2014	Baseline 1.0	Dan Ladino	1.0	All
04/24/2015	Baseline 2.0	Dan Ladino	2.0	All
08/14/2015	Baseline 3.0	Dan Ladino	3.0	All
12/11/2015	Version 3.1 – Changes made based on Lock up meeting on 12/2/2015 and follow up SME reviews	Dan Ladino	3.1	All
01/06/2016	Baseline 4.0	Dan Ladino	4.0	
04/04/2016	Version 4.1. Applied changes to the Context diagram according to meetings with MITRE and Jenny Kim.	Dan Ladino	4.1	All
08/09/2016	Version 4.2. Applied changes to the Context diagram according to meetings with MITRE and Jenny Kim.	Dan Ladino	4.2	All
9/28/2016	Version 4.3. Moved box 40.27 from page 10 to page 9.	Dan Ladino	4.3	10, 9
10/26/2016	Version 4.4. Added Systems to the . Activity Boxes	Dan Ladino	4.4	6,7,8
12/30/2016	Changes based on feedback from JM	Dan Ladino	4.5	All
02/23/2017	Changes based onComments from SME in preparation for Feb 2017 deadline	Dan Ladino	4.6	All
06/01/2017	Baseline 5.0	Dan Ladino	5.0	All
02/16/2018	Added the print file review, added testing activity based on capability changes	Dan Ladino	5.1	9 and 10
02/19/2019	CR 7391	Dan Ladino	6.0	All

# Reading and Understanding the Model

## Example Activity Model

### BPM Purpose

- Describe Census Operations business processes – activities, resources and key milestones
- Provide the details necessary for non-subject matter experts to understand the business process
- Contribute to the requirements development process
- Facilitate the linkage of business processes to IT capabilities
- Capture Operations inputs and outputs



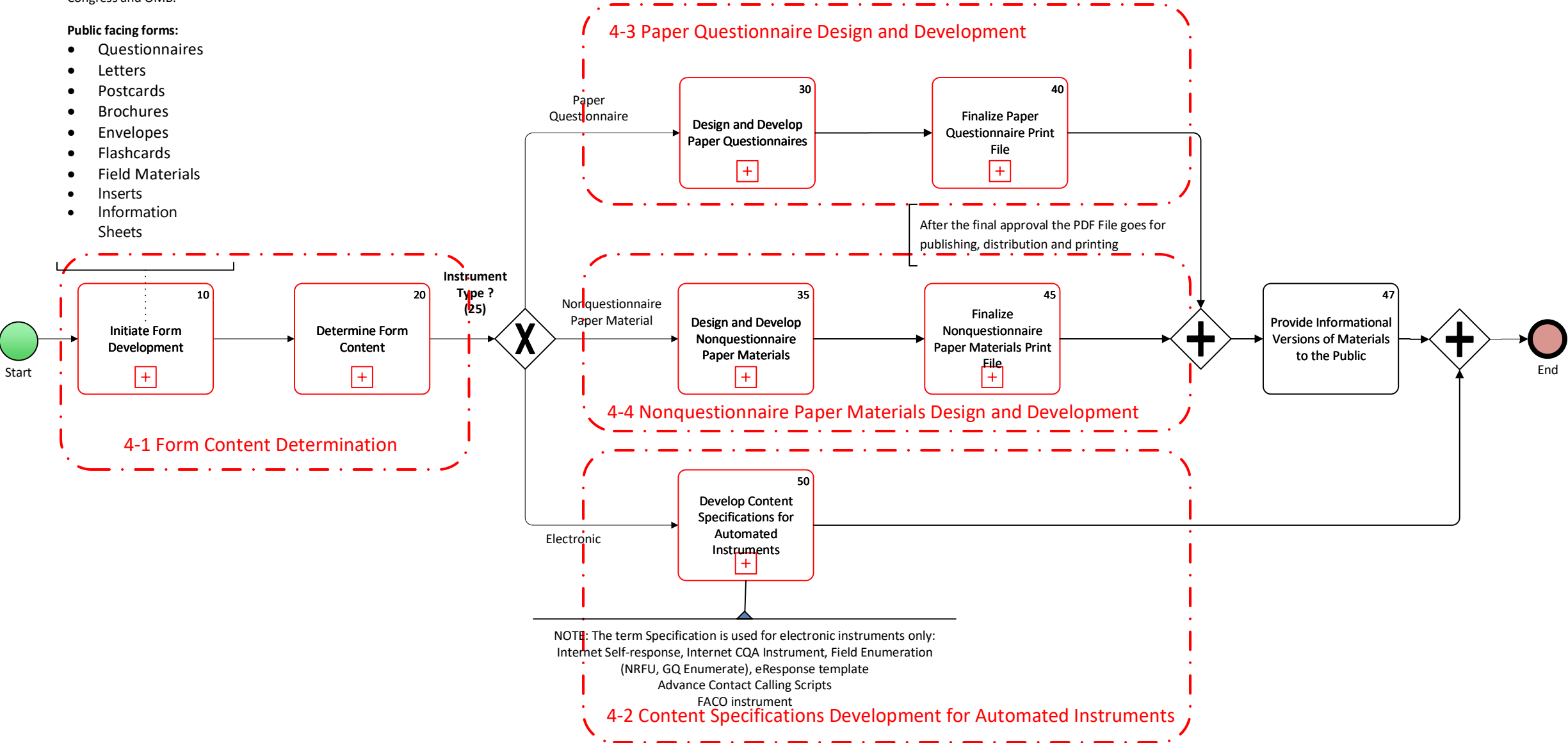
Key:	Activities						Gateways	Data Objects	Other
<b>Events</b>									
Start:									
End:									
Intermediate Timed Event:									
Flow continued on another page:									
Flow continued from another page:									
	<b>Activity at atomic level:</b> Activity 10    Activity containing a sub process: Sub Process 20 (+)    Optional Activity Numbering: Activity 10    Sub Process 20 (+)								
	<b>Activity involving:</b> <div>             → USER interacting with a system or software: Activity           </div> <div>             → MANUAL activity (no system/software involved): Activity           </div> <div>             → SERVICE or batch processing: Activity           </div> <div>             → Any system developed specifically for Census' use: Activity           </div> <div>             → Both a system developed specifically for Census' use and COTS products: Activity           </div> <div>             → SENDING a message: Activity           </div> <div>             → RECEIVING a message: Activity           </div> <div>             → RECURRING steps: Activity           </div> <div>             → Any commercial-off-the-shelf (COTS) products: Activity           </div>								
	<b>Gateways</b> Exclusive:								
	<b>Gateways</b> Parallel:								
	<b>Gateways</b> Event Based:								
	<b>Data Objects</b> Input:								
	<b>Data Objects</b> Output:								
	<b>Data Objects</b> Data Store:								
	<b>Other</b> Sequence Flow:								
	<b>Other</b> Association:								
	<b>Other</b> Annotation:								

# 2020 Census 4. Content and Forms Design Operation (CFD)

Purpose: To design paper and electronic instruments and other materials including questionnaires, letters, and envelopes to generate high response rate and consistent responses across operations and instruments.

Requests include printed materials, final question wording, and final form subjects as approved by Congress and OMB.

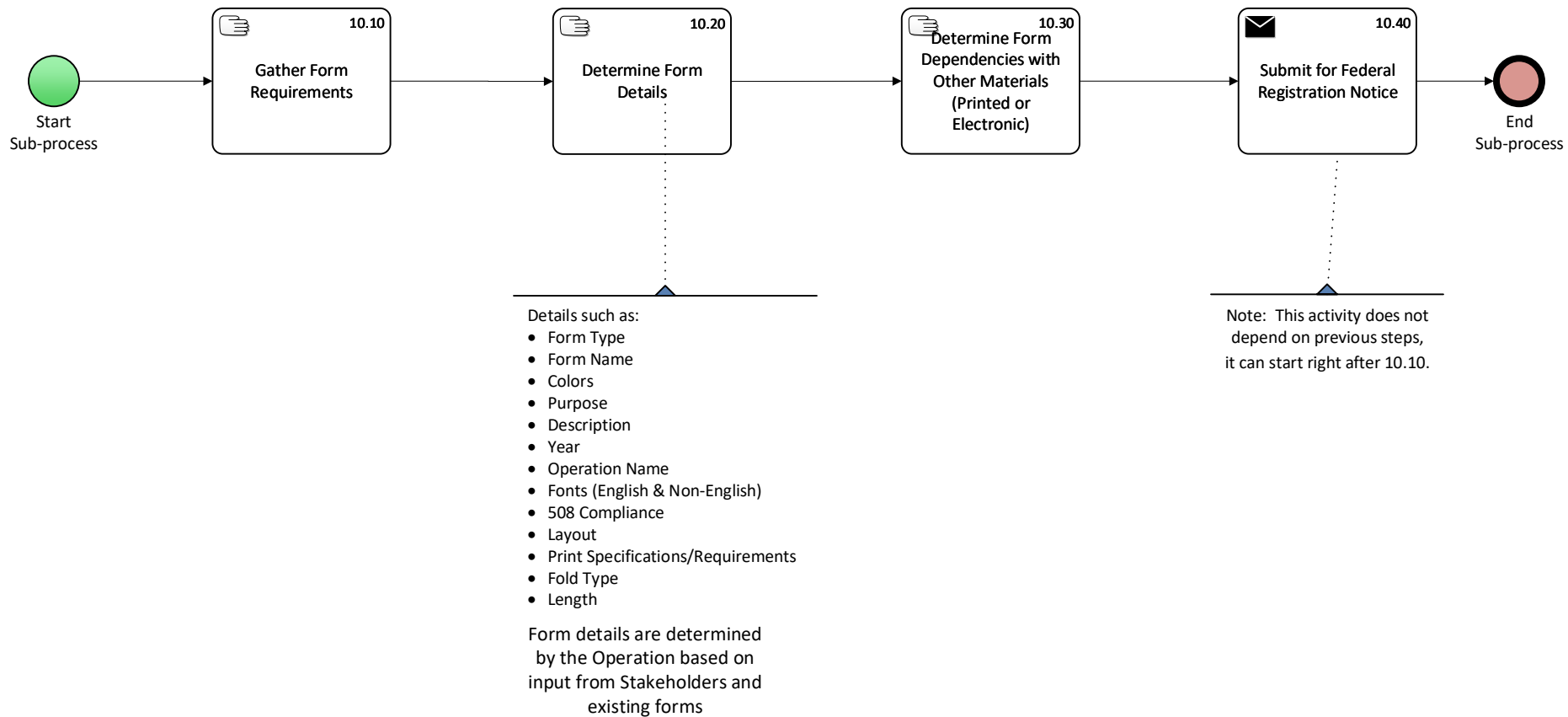
- Public facing forms:
- Questionnaires
  - Letters
  - Postcards
  - Brochures
  - Envelopes
  - Flashcards
  - Field Materials
  - Inserts
  - Information Sheets



## 10. Initiate Form Development

Purpose: To determine general form details and dependencies.

### 4-1.1 Initiate Form Development

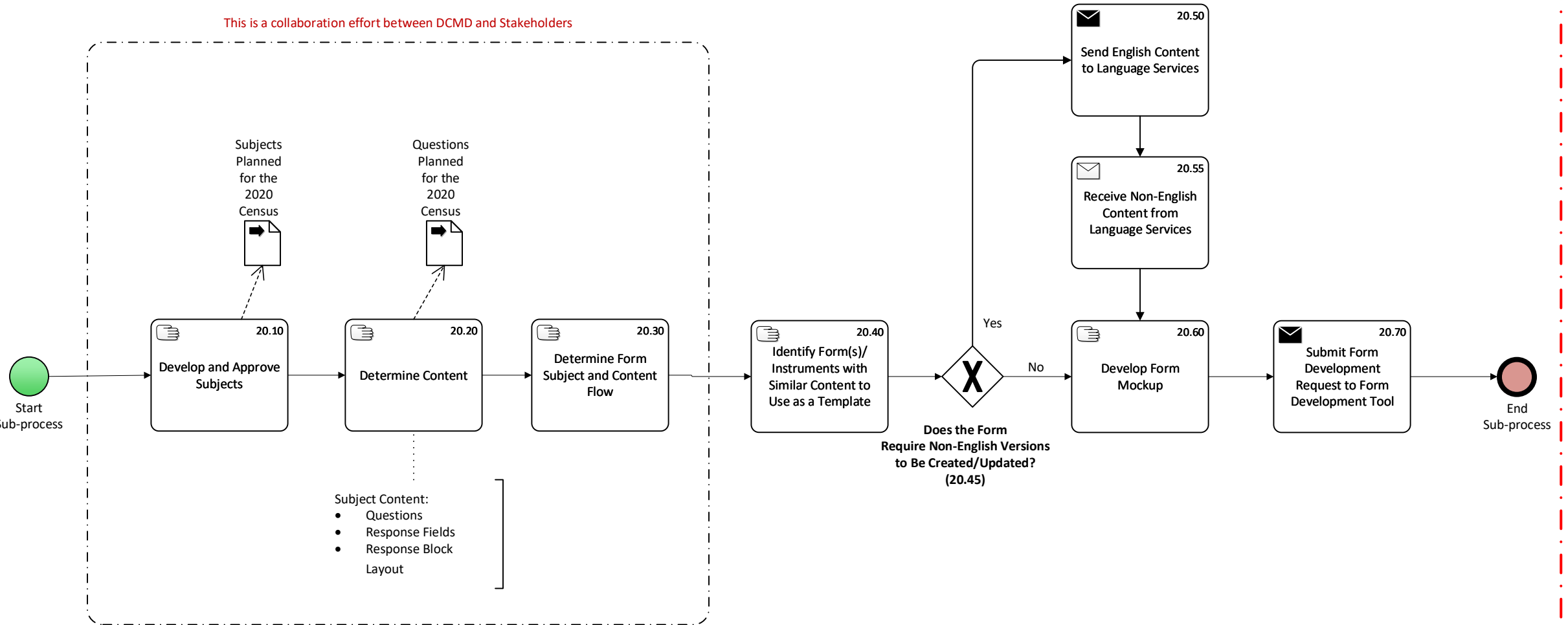


## 20. Determine Form Content

Purpose: To determine the content for the forms and instruments requested including subjects, question wording, response content and content flow.

### 4-1.2 Determine Form Content

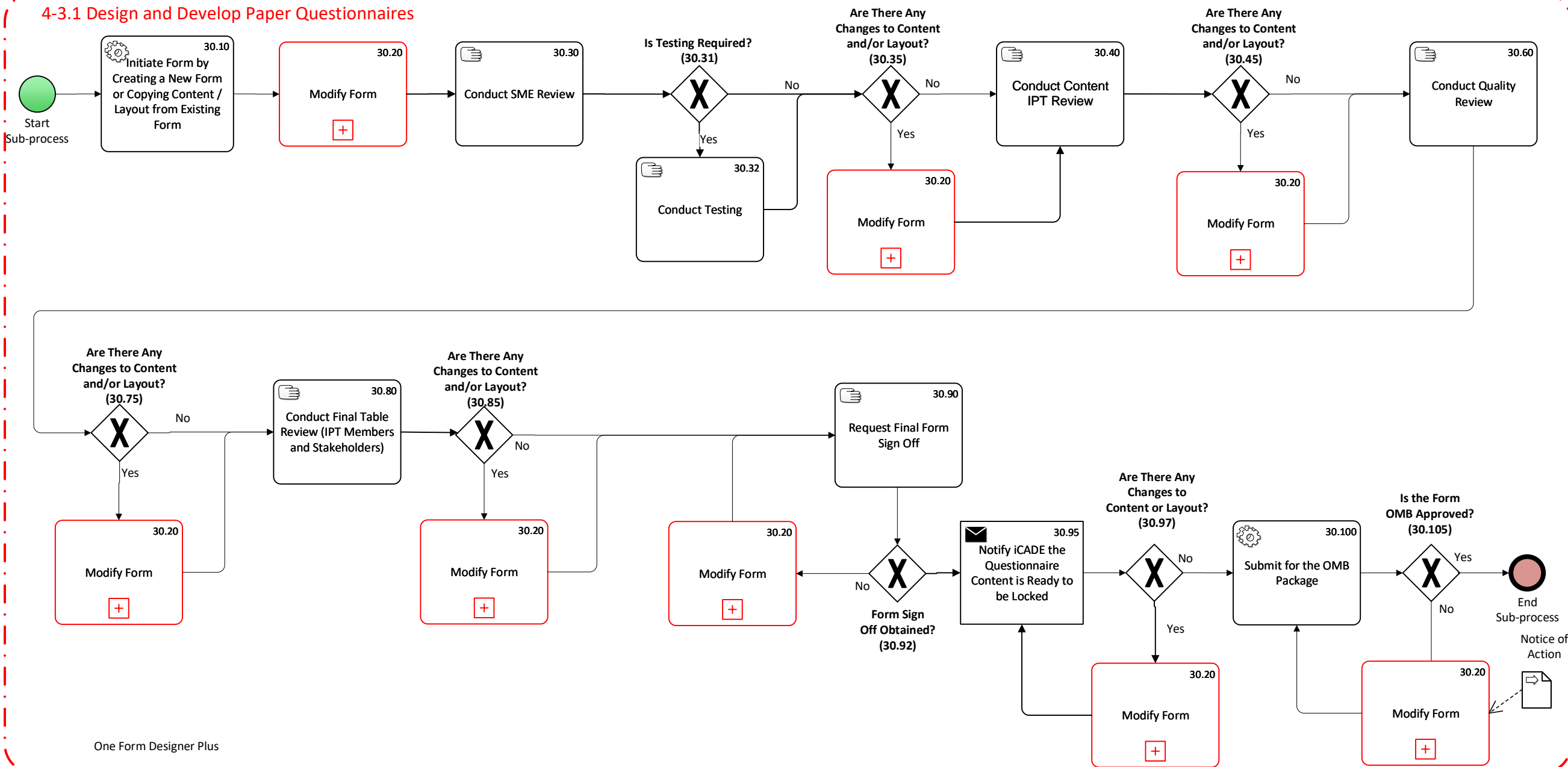
This is a collaboration effort between DCMD and Stakeholders



## 30. Design and Develop Paper Questionnaires

Purpose: To design, develop and review paper questionnaires according to the defined requirements.

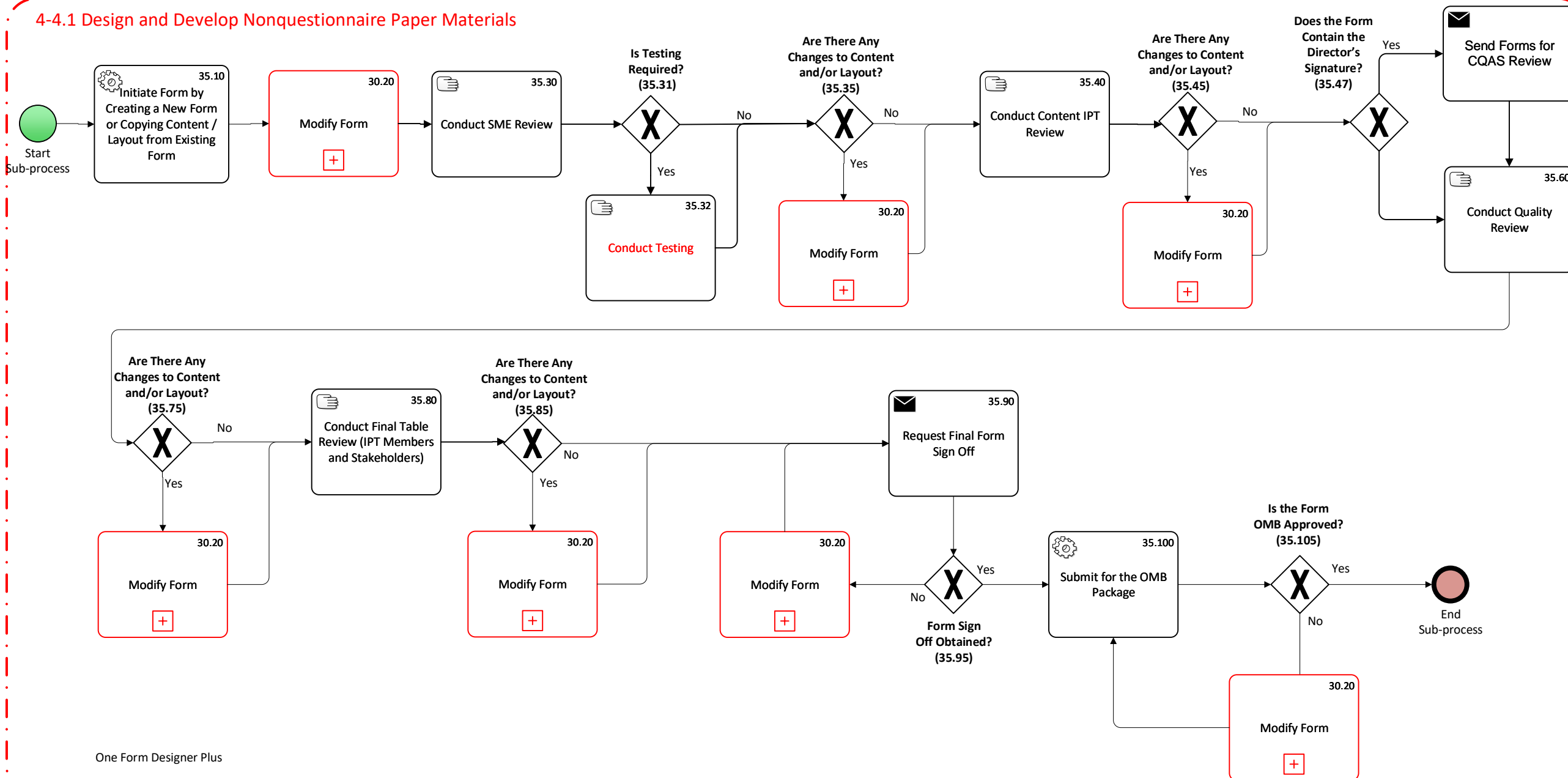
### 4-3.1 Design and Develop Paper Questionnaires



## 35. Design and Develop Nonquestionnaire Paper Materials

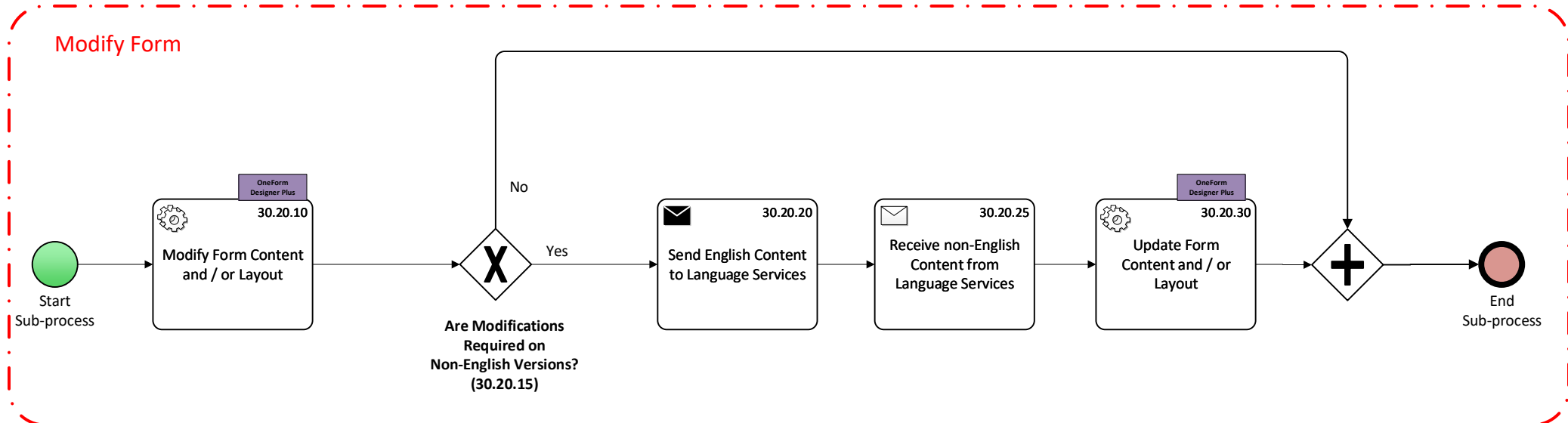
Purpose: To design, develop and review nonquestionnaire paper materials according to the requirements defined.

### 4-4.1 Design and Develop Nonquestionnaire Paper Materials



## 30.20. Modify Form

Purpose: To modify the content, flow and layout using the development tool.

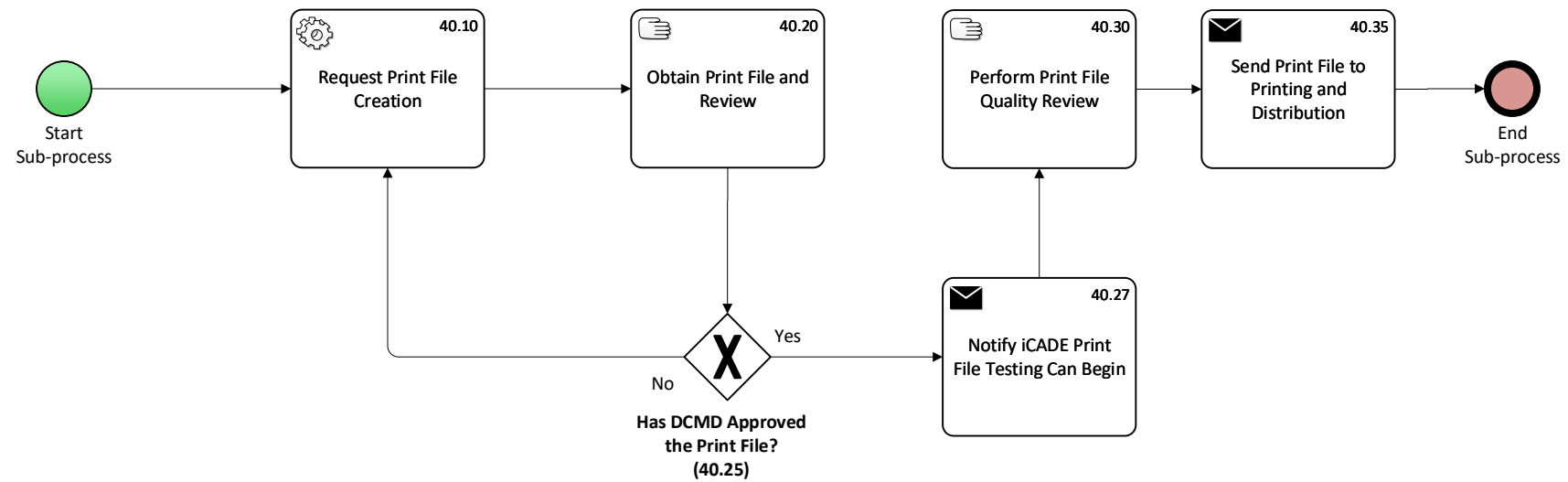




## 40. Finalize Paper Questionnaire Print File

Purpose: To finalize the paper questionnaire print file prior to being sent for printing and publishing.

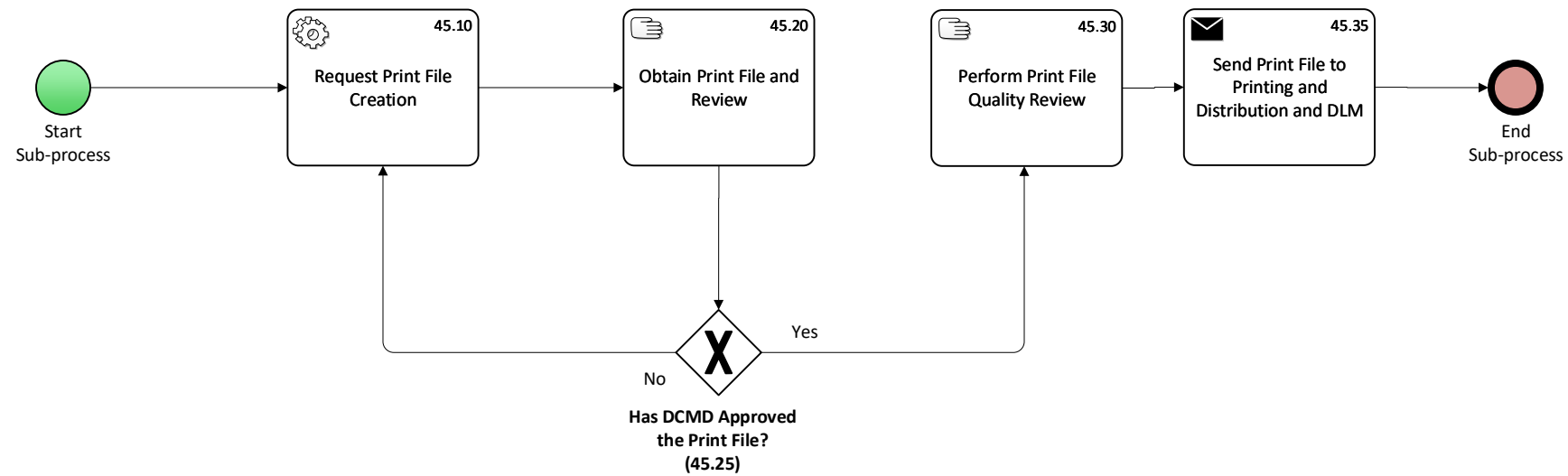
### 4-3.2 Finalize Paper Questionnaire Print File



## 45. Finalize Nonquestionnaire Paper Materials Print File

Purpose: To finalize the nonquestionnaire paper materials print file prior to being sent for printing and publishing.

### 4-4.2 Finalize Nonquestionnaire Paper Materials Print File



## 50. Develop Content Specifications for Automated Instruments

Purpose: To create the content specifications for the automated instruments.

### 4-2.1 Develop Content Specifications for Automated Instruments

